

3N Prior Service Re-enlistment Eligibility Requirements**3N-1 Navy Veterans (NAVETs)****a. General**

(1) Applicants with 180 consecutive days or more of prior active duty Naval Service are considered NAVETs. Those with less than 180 consecutive days of prior active duty Naval Service are considered Non-Prior Service (NPS) applicants; however, they must meet re-enlistment code (RE-code) eligibility requirements.

(2) All prior service applicants are required to pass a Navy Physical Readiness Test in accordance with OPNAVINST 6110.1.

(3) All prior service veterans require CNRC N32 approval for enlistment.

b. NAVETs with more than 24 hours of broken service must re-enlist in accordance with this section and must also meet the BEERS requirements of Chapter 2 unless otherwise stated otherwise in this section.**c. NAVETs with convertible civilian experience to a Navy rating may be accessed at a higher paygrade from one previously held. For example, an E-4 NAVET who served as a police officer for three years may be eligible for the MA rating under the Prior Service Re-enlistment Eligibility (PRISE) III program as an MA2. All such accessions require ECM approval. Only CNRC N32 will contact the ECM for approval. NRDs will submit requests to CNRC N32 via their respective Region Commanders.****d. NAVETs shall only be enlisted in undermanned rates and ratings.**

(1) The NAVET matrix, posted under the Enlisted Community Manager (ECM)/N132 - Current News section of the BUPERS Homepage, outlines specific rating re-entry guidance for CNRC field use.

(2) The matrix may only be used for NAVETs to re-enlist in their original ratings if so noted.

(3) All other entry requests, to include conversions, must be authorized by the applicable Enlisted Community Manager to meet rate/rating shortfalls.

(4) The only exceptions to the matrix are those NAVETs authorized to return to active duty from the Temporary Disability Retirement List (TDRL). They will be re-enlisted in their previous rating and paygrade in accordance with the CRUITMAN-ENL.

(5) The NAVET matrix also contains restrictions on re-enlistment pay grades for each rating. NAVETs who agree to re-enlist in a lower paygrade than held at discharge in order to be enlistment eligible must sign a NAVPERS Form 1070/613 with the following entry:

"It has been explained to me that my application to enlist as a (paygrade/rating) cannot be approved. Current policy restricts the number of enlistments for (paygrade) NAVETs designated in certain over-manned ratings. I, therefore, voluntarily accept an administrative reduction to (paygrade/rating) in order to qualify for enlistment. I acknowledge that this reduction is permanent, and that I cannot petition for reinstatement at a future date.

(Signature of Applicant/Date)

(Signature of Classifier/Processor)"

- e. NAVETs who are enlisting into a different rate from their previous one will be enlisted under the PRISE III program.
- f. Prior service must be verified with the original or a certified DD Form 214. If an appropriate DD 214 is not available, or evidence of alteration exists, prior service shall be verified through the Recruiter Eligibility Data Display (REDD) system. A printed screen shot of the applicant's military history will be acceptable for processing the applicant.
 - (1) To be enlistment eligible, NAVETs must meet RE-code eligibility requirements.
 - (2) NAVETs discharged under the Voluntary Separation Incentive (VSI) or Special Separation Benefit (SSB) Programs are enlistment eligible (DD Form 214, blocks 26/27 will list "KCA"/"RE-3Y" for VSI and "KCB"/"RE-3Z" for SSB). NAVETs separated with severance pay are eligible for re-enlistment and will have their severance pay recouped from future retirement monies.
 - (3) In some cases, RE-4 re-enlistment codes were erroneously assigned for two-year enlistees despite a positive recommendation for re-enlistment on their separation evaluation. CNRC (N32) may grant enlistment approval on a case-by-case basis.
- g. NAVETs must be able to complete 20 years of service for retirement by age 55. No waivers will be considered.
- h. NAVETS must meet dependency requirements as listed in Chapter 2.
- i. NAVETs discharged in paygrade E-2 must have two years or less prior service and no more than six years broken service.
- j. NAVETs with more than two years prior service must have been discharged in paygrade E3 or higher and have no more than six years break in service.
- k. NAVETs discharged in pay grades E-4 through E-6 cannot have more than five years broken service without ECM waiver approval. Waiver requests should document significant reserve service or civilian equivalent certification. These applicants must ASVAB retest and meet the minimum AFQT score of 35.
- l. NAVETs accessed in paygrade E-4 must have no more than six years of prior service to enlist. NAVETs accessing in paygrade E-5 must have no more than 12 years of prior service. NAVETs accessing in paygrade E-6 must have no more than 14 years of prior service.
- m. Female NAVETs **must** be approved by N132/ECM prior to enlistment due to the limited number of billets and at sea opportunities. If entry into their original rating is not available, classifiers may consult with PRIDE shop for alternative female career opportunities under the PRISE III enlistment program, Section 3N-2.
- n. E4 and senior NAVETs enlisting in their previous rating must enlist or obligate service for at least four years of service. NAVETs enlisting under the provisions of the PRISE III program must enlist for **two years** and agree to extend their enlistment by at least 24 months upon completion of Class "A" School.
 - (1) Upon approval of N132/ECM, CNRC N32 may consider waivers for applicants who cannot complete a minimum of 36-months active duty service prior to reaching High

Year Tenure (HYT) limits. Applicants who can complete a minimum of 36-months of service prior to reaching HYT constraints may enlist for four, five, and six year programs.

(2) HYT waivers for E-4 and above NAVETs unable to complete a minimum of 36 months of service prior to reaching the HYT limit are **not authorized**.

- o. If frocked at the time of discharge, NAVETs can request re-enlistment in the frocked paygrade only if re-enlisting within six months of discharge and in the previously held rating. ECM and Pers-811 approval, via CNRC (N32), is required. NAVETs converting to a new rating via the PRISE III program are not eligible for re-enlistment in a prior frocked paygrade.
- p. Military Entrance Processing Stations (MEPS) may accept a separation physical if it is not more than one year old. This date is computed from the date of separation physical to date of MEPS processing. The NAVET must provide a copy of their separation physical (DD Form 2808) and will be required to complete a new DD Form 2807-1 at MEPS.
- q. E3s who were previously designated as a striker may enlist in a designated status with the cognizant N132/ECM approval.
- r. Navy Recruiting Districts (NRDs) must ensure NAVETs are physically qualified for the rating into which they are re-enlisting or converting.
- s. SEALs, EOD, SWCC, and Divers, and candidates for these programs, must meet all eligibility criteria per MILPERSMAN 1220-170. NRDs must verify that applicants meet ASVAB, security screening, physical fitness and obligated service requirements in this article prior to requesting N132/ECM/CNRC approval.
- t. Before entering the Delayed Entry-Reservist Program (DER) or the Delayed Entry Program (DEP), the Enlisted Programs Officer (EPO) or the Enlisted Processing Division Supervisor (EPDS) must review and sign the kit verifying the applicant's enlistment eligibility. The following statement, signed by the NRD Commanding Officer or by directional authority, is required on the DD Form 1966, Section VI:

"Authorized to enlist in the U. S. Navy by (insert approving authority, e.g., CO, NRD Raleigh) as a (rate) (if applicable: with a guaranteed conversion to (rate) under the PRISE III program). NRD _____ has verified that the guaranteed rating is open to NAVETs and that the applicant meets RE-code, high year tenure, (for PRISE III: test score,) and guaranteed rating physical eligibility requirements."
- u. Recruiting personnel shall make no oral or written promises or guarantees regarding Selective Re-enlistment Bonus (SRB). NAVETs in an SRB-eligible rating or possessing one of the SRB-eligible NECs and not re-enlisting through PRISE III must sign the following NAVPERS 1070/613:

"I understand that I am re-enlisting in the (rating/NEC) that is listed on the current Selective Re-enlistment Bonus (SRB) Award Level NAVADMIN. It has been explained to me that recruiting personnel may not make guarantees regarding SRB and may not submit SRB pre-certification requests. I understand that the first duty station to which I am transferred after TPU will submit an SRB pre-certification to NPC-815 for final determination of SRB entitlement. I will ensure that this pre-certification is submitted so that my SRB, if any, is awarded. I understand I will only be eligible for the SRB award level in effect, if any, on my re-enlistment date. Further, I understand that no guarantees

- of SRB eligibility or SRB payment have been offered for this or any subsequent enlistment."
- v. NAVETs in the Individual Ready Reserve (IRR) must be enlisted through the Direct Enlistment Reservation (DER) program and do not require a DD Form 368.
 - w. NAVETs are **not** eligible for the Navy College Fund or the new benefits under the Montgomery GI Bill; however, eligibility for benefits predicated on initial NPS enlistment is not affected. An Enlistment Bonus (EB) may be granted only if the DD Form 4 and annexes from all previous active duty and reserve enlistments are provided in order to verify that no previous EB has been awarded. NRD CO pre-approval of EB is required.
 - x. NAVETs do not attend Navy Recruit Training, but are ordered to the TPU nearest the point of enlistment for duty station assignment, administrative processing and uniform outfitting. **Effective 1 September 2003, NAVETs from geographic locations serviced by TPU Great Lakes (UIC 32458) will be ordered to RTC Great Lakes (UIC 42125).** NAVETs should bring previously purchased, fully-serviceable sea bag items to avoid unnecessary expenses. In addition, they must have complete copies of their enlistment physical DD Forms 2808 and 2807-1 when reporting. Inform NAVETs that up to 60 days may be required to complete their processing at TPU/RTC. Average processing time is 30 days for CONUS orders and 45 days for OUTCONUS orders.

3N-2 PRISE III Enlistment Program. This program provides NAVETs in closed ratings an opportunity to enlist. NAVETs enlisting under this program must qualify for rating conversion to one of the ratings listed on the NAVET Matrix (posted under the Enlisted Community Manager (ECM)/N132, Current News section of the BUPERS Homepage). All PRISE III NAVETs requesting enlistment into ratings not listed on the NAVET Matrix require ECM approval. General guidance follows:

- a. Non-designated NAVETs, or those designated in a rating not listed as open on the NAVET Matrix, must enlist under the PRISE III Program.
- b. In order to enlist under the PRISE III Program, NAVETs generally must have at least 180 consecutive days of prior active duty and no more than six years of prior Naval Service. Exceptions will be made in ratings critical to readiness. Consult the NAVET Matrix to determine if a specific rating is critically undermanned.
- c. All applicants re-enlisting under the PRISE III program must be classified based on current (less than two years old) ASVAB line scores only and have a minimum AFQT of 35. All PRISE III re-enlistments will enlist for **two years** in the U. S. Navy (**not the Naval Reserve**), and the applicant must agree to obligate for an additional 24 months, or more, upon completion of "A" school. To enlist via the PRISE III Program, NAVETs must be qualified for, and guaranteed, a rating/program on the **current** NAVET Matrix. Only unsold "A" school seats are made available for PRISE III re-enlistees, therefore seat availability will be limited.
 - d. **The normal paygrade for accession via the PRISE III program is E-3**, except for those rates designated critical on the NAVET Matrix. The maximum accession paygrade for NAVETS re-enlisting above E-3 will be determined by the ECM. NAVETs re-enlisting via the PRISE III will enlist in the source apprenticeship (SN, AN, or FN) of their guaranteed rating/program. Upon successful completion of contracted "A" school, PRISE III NAVETs will be promoted to the contracted and approved paygrade.

NAVETs who do not successfully complete contracted "A" school will be assigned to the fleet as non-designated strikers for the term of their enlistment and may strike for any rating IAW current CREO/REGA NAVADMIN. NAVETs who re-enlist under PRISE III are not eligible for rating conversion in the current enlistment unless entering the SEAL, EOD, or Diver programs. The PRISE III Paygrade Reduction Annex, NAVCRUIT 1133/72 (1-97) will be used for all NAVETs who re-enlist via the PRISE III program.

- e. NAVETs applying to PRISE III into SEAL, EOD, SWCC, or Diver must meet all MILPERSMAN 1220-170 eligibility criteria.

- (1) They will be accessed as GENDETs in paygrade E-3 or below with a guarantee for BUDS, EOD, or Diver training, and be ordered to RTC Great Lakes (UIC 42125). The following NAVPERS 1070/613 must be placed in the service record:

"Member is being ordered to Recruit Training Command (RTC) Great Lakes for in-processing only. Upon reporting to RTC Great Lakes, member shall be screened by the Dive Motivator to ensure member meets Physical Readiness Test requirements for the SEAL, EOD, SWCC, or Diver Program."

- (2) If SEAL, EOD, SWCC, or DIVER candidates fail to screen or complete contracted course they may be eligible for reclassification with gaining ECM approval.

- f. The PRISE III program is not a re-enlistment incentive program. PRISE III re-enlistees may be eligible for SRB; however, recruiting personnel shall make no verbal or written promises or guarantees regarding SRB eligibility. If guaranteed a PRISE III "A" school that is SRB-eligible, they must sign the following NAVPERS 1070/613:

"I understand I have been approved to enlist as a SN/FN/AN for two years for the sole purpose of conversion to the (rate) rating after successful completion of Class "A" School. I understand the rating to which I am converting is listed on the current SRB Award Level NAVADMIN. I understand that I may only be eligible for the SRB award level in effect, if any, on the date of my next re-enlistment after Class "A" School as approved by PERS-815. No guarantees of SRB eligibility or SRB payment have been offered to me as an enlistment guarantee."

- g. If for some reason the Class "A" School guaranteed at enlistment is not available once on active duty, another Class "A" School will be assigned as determined by PERS-4010.

3N-3 Other Service Veterans (OSVETs). OSVETs are applicants with 180 consecutive days or more prior active duty service whose last period of active duty or annual training (AT) was in a branch of the Armed Forces other than USN or USNR. Applicants discharged from another service after less than 180 consecutive days of active duty are considered non-prior service; however, they must meet RE-code eligibility requirements contained in 3N-9. OSVETS are not to be enlisted via PRISE III.

- a. To be enlistment eligible, OSVETs must qualify for a rating or program listed on the NAVET Matrix. They must be classified based on current (less than two years old) ASVAB line scores and have a minimum AFQT of 35.
- b. Prior service must be documented with the original or certified DD Form 214, copy four. If not available or evidence of alteration exists, verify prior service through the REDD system..

- (1) RE-code eligibility requirements are contained in 3N-9 OSVETs discharged under VSI or SSB (DD 214 block 26 will list "KCA" or "KCB") are not enlistment eligible.
 - (2) OSVETs separated with severance pay, either voluntarily or non-voluntarily, are eligible for re-enlistment and will have their severance pay recouped from future retirement monies.
- c. OSVETs discharged in pay grades E-1 through E-3 cannot have more than six years broken service, and those discharged in pay grades E-4 through E-6 cannot have more than five years broken service.
 - d. OSVETs discharged in pay grades E-1 through E-4 must have six or less years of prior service; those discharged in paygrade E-5 must have 12 or less years of prior service; and those discharged in paygrade E-6 must have 14 or less years of prior service. High Year Tenure (HYT) limits do not apply to OSVETs unless they have had previous Naval Service. Only prior service in the Navy counts towards HYT limits.
 - e. OSVETs must be able to complete 20 years of military service for retirement by age 55. No waivers will be considered.
 - f. OSVETs must be High School Diploma Graduates (HSDG) or High School Graduates (HSG). Waivers will be considered for OSVETs who are Tier III by individual ECMs on a case-by-case basis only into priority ratings designated in the NAVET/OSVET matrix.
 - g. OSVETs must meet Chapter 2 dependency requirements for non-prior service applicants.
 - h. OSVETS honorably discharged in paygrade E-3 and above, who meet enlistment criteria will be enlisted at one paygrade lower than paygrade last held at discharge, but not lower than paygrade E-3. Requests to enlist OSVETS who were separated from previous service at paygrade E-5 and above will be approved on a case-by-case basis by the ECM.
- (1) OSVETs who enlist for advance paygrade will enlist in applicable GENDET program for new rating and, upon successful completion of training, will be promoted to contracted paygrade and rating. Failure to complete training will result in assignment as SN/FN/AN in fleet or reclassified to critical rating with ECM approval. Once designated in a rating OSVETs may not request conversion for two years.
 - (2) Marine OSVETs discharged in paygrade E-2 will be enlisted in paygrade E-2. Marine OSVETs discharged in paygrade E-3 and above who do not have skills convertible to a rating listed on the NAVET Matrix will be enlisted in paygrade E-3 and guaranteed a rating or program listed on the current NAVET Matrix.
 - (3) OSVETs applying for SEAL, EOD, SWCC, or Diver must meet all MILPERSMAN 1220-170 eligibility criteria. They will be accessed as GENDETs in paygrade E-3 or below with a guarantee for BUDS, EOD, SWCC, or Diver training. If authorized by N132/ECM, they will be guaranteed advancement to a higher paygrade upon successful completion of training. The following NAVPERS 1070/613 must be placed in the service record of OSVETs who are not required to attend Navy Recruit Training:

"Member is being ordered to Recruit Training Command (RTC) Great Lakes for in-processing only. Upon reporting to RTC Great Lakes, member shall be screened by the Dive Motivator to ensure member meets Physical Readiness Test requirements

for the SEAL, EOD, SWCC, or Diver Program."

- i. OSVETs are Ineligible for the Navy College Fund, Modified Montgomery GI Bill, and Selective Re-enlistment Bonus. An Enlistment Bonus (EB) may be guaranteed only if the DD 214 and annexes from all previous active duty and reserve enlistments are provided to verify that no previous EB has been awarded. District Commanding Officer pre-approval of EB is required.
- j. OSVETs must enlist for four or more years.
- k. OSVETs in the Individual Ready Reserve (IRR) must be enlisted through the DER program and do not require a DD Form 368.
- l. OSVET accessions in pay grades E-1 through E-3 will be decremented against non-prior service goals. OSVET accessions in pay grades E-4 and above will be decremented from prior service goals.
- m. OSVETs are not required to attend Navy Recruit Training, but may be required to complete a Naval Orientation Course at RTC Great Lakes (UIC 42125). Inform OSVETs that up to 60 days may be required to complete their processing at RTC. Average processing time is 30 days for CONUS orders and 45 days for OUTCONUS orders. OSVETs will be transferred to RTC Great Lakes (UIC 42125) for uniform outfitting and administrative processing.
- n. All Female OSVETs must be approved by N132/ECM prior to enlistment due to the limited number of billets and at sea opportunity. In the event their desired career is not available for females contact PRIDE shop or Head ECM for alternative career options.
- o. OSVETS who were discharged from previous service at paygrade E-5 and above who enlist at paygrade E-3 will be entitled to be promoted to paygrade E-4 upon successful completion of Class "A" school. (Pers N13 ltr 1130, Ser N132C4/22 of 11 Jul 00.)
- p. All prior service applicants are required to pass a Navy Physical Readiness Test in accordance with OPNAVINST 6110.1.
- q. The following NAVPERS 1070/613 entry must be made in each OSVETs service record prior to shipping to RTC (Also, refer to 3N-9):

_____: I acknowledge and understand that I must successfully complete the 3rd Class Swimmers Test while at RTC. This test consists of the following: (1) step off a 5 foot platform in the abandon ship position; (2) float for 5 minutes; (3) swim one length of a 50 meter pool. This test will be administered at the Recruit Training Command pool and must be completed prior to my transfer to my next duty station, whether that is a School Command or the Fleet. Failure to successfully complete the 3rd Class Simmers Test will result in my administrative separation from the Naval Service.

_____: I acknowledge and understand that I must participate in shipboard fire fighting and damage control classes during my indoctrination training at RTC.

Witness

Signature of Applicant/Date

3N-4 NAVET/OSVET Height and Weight Requirements. The following chart delineates height and weight requirements for NAVETs and OSVETs.

PRIOR SERVICE (NAVET/OSVET) MAXIMUM WEIGHT FOR HEIGHT SCREENING TABLE		
Maximum Weight Male	Member's Height (Inches) less than or equal to	Maximum Weight Female
131	58*	131
136	59*	136
141	60	141
145	61	145
150	62	149
155	63	152
160	64	156
165	65	160
170	66	163
175	67	167
181	68	170
186	69	174
191	70	177
196	71	181
201	72	185
206	73	189
211	74	194
216	75	200
221	76	205
226	77	211
231	78	216

*Height waiver required for Males only.

- (1) When applicant exceeds maximum weight for height, do not disqualify. Determine body fat content.
- (2) Males who exceed maximum weight are authorized to ship to TPU/RTC as long as the body fat content does not exceed 22%.
- (3) Females who exceed maximum weight are authorized to ship to TPU/RTC as long as the body fat content does not exceed 33%.

3N-5 Sea and Air Mariners (SAMs). SAMs in either the SELRES or IRR phase of their Military Service Obligation (MSO) may be accessed for re-enlistment on active duty. SAM accessions are subject to the policy pertaining to NAVETs.

a. To be eligible for re-enlistment, designated SAMs must be in a rating listed on the NAVET Matrix, posted under the ECM/N132, Current News Section, of the BUPERS Homepage, and be in paygrades E-4 or below. They will be

re-enlisted in that rating in paygrade E-3 and below only. E-4 SAMs must sign a NAVPERS 1070/613 which states:

“It has been explained to me that SAMs enlisting on active duty may be accessed in pay grades E-1 to E-3 only. I therefore voluntarily accept an administrative reduction to (rate/paygrade) in order to qualify for enlistment. I acknowledge that this reduction is permanent, and that I cannot petition for re-instatement to E-4 at any future date.”

- b. SAMs in paygrade E-5 and above are not eligible for enlistment. Waivers to enlist in paygrade E-4/above or for E-5/above to be administratively reduced to E-3 in order to enlist are not authorized.
- c. Undesignated SAMs may be enlisted only if qualified for and guaranteed a rating listed on the NAVET Matrix. They will be enlisted in paygrade E-1 unless qualified for advanced paygrade per Chapter 4. Undesignated SAMs must be classified based on current (less than two years old) ASVAB line scores and have a minimum AFQT of 35.
- d. The reserve activity Commanding Officer is authorized to sign the release in Section II of the DD Form 368 (Request for Conditional Release). SAMs with less than 180 consecutive days of active duty service will be decremented from the NPS goal. SAMs with more than 180 consecutive days of active duty will be decremented from the NAVET goal.
- e. SAMs are eligible for re-enlistment with a guarantee for a new Class “A” School if their current rating is not open for re-enlistment. To be re-enlisted with a Class “A” School guarantees, SAMs must qualify for and be guaranteed one of the ratings on the current NAVET Matrix. SAMs re-enlisting with a Class “A” School guarantee must be re-enlisted in pay grade E-3 or below.
- f. SAMS and Navy Reservists who successfully completed recruit training, are in good standing with their reserve unit, or have completed their Military Service Obligation (MSO), are not required to attend RTC regardless if they have not completed 180 consecutive days of service.

3N-6 **Waivers**

- a. The following items require a waiver from CNRC N32:
 - (1) RE-code waivers.
 - (2) Enlistment eligibility or paygrade determinations for re-enlistment in ratings and pay grades annotated with Note 3 on the NAVET Matrix.
 - (3) Waivers to permit Time-In-Rate (TIR) credit for OSVETs.
 - (4) Waivers of broken service and time in service limitations for exceptionally qualified applicants.
 - (5) Enlistment or obligated service of less than four years due to HYT constraints.
- b. Field procedures:
 - (1) **CNRC HQ personnel are the only authorized personnel designated to call the appropriate N132/ECM for eligibility determinations of prior service applicants.**

- (2) CNRC N32 will determine which documents are required to be faxed to their office for review. At a minimum, the N32 will request the following: Waiver Briefing Sheet, last two performance evaluations, and a copy of the DD Form 214 (page 4).
 - (3) Waivers requiring a CNRC determination will include at a minimum the following documents:
 - (a) Waiver Briefing Sheet (NAVCRUIT 1133/39) with recommendation, signature and date of NRD CO or Acting. Include alternate rating choices, POC phone number and email address.
 - (b) Last two evaluations, including Separation evaluation, if applicable.
 - (c) All DD-214's Member Copy 4 (original or certified true copy) and NGB-22 for National Guard, if applicable.
 - (d) All other separation documents, if applicable.
 - (e) Hand written statements (why applicant got out, why applicant wants in, Chart "B", "C", "D" offenses and NJP's as applicable).
 - (f) DD-368 if actively drilling reservist.
 - (g) Verification of valid drivers license of applying for Master-at-Arms.
 - (h) Local Police Records Checks if applying for Master-at-Arms.
 - (i) Statement of what applicant has been doing since discharge for broken service, HYT, and Re-Code eligibility, and if applying for Master-at-Arms.
 - (j) DD Form 2807-1 and DD Form 2808.
 - (k) USMEPCOM 714 ADP with current test scores (within last two years). Also proof of physical qualifications.
 - (l) **Prior service applicants that require a medical waiver and a Prior Service Determination must have medical waiver approved prior to submission to CNRC N322 for the Prior Service Determination.**
 - (m) **All NRD level waivers and determinations must be completed and documented prior to submission to CNRC. All NRD waiver documentation will be included in the CNRC level waiver package.**
 - (n) If the applicant has dependents, a completed Enlistee Financial Statement must be provided.
 - c. Non-mandatory drilling reservist: Naval Reserve Centers use a NAVPERS 1070/613, Page 13 entry to record the re-enlistment code for some non-mandatory drilling reservist upon discharge from their Reserve Unit. Reservists in a non-mandatory drilling status that are assigned an RE-4 re-enlistment code for failure to participate in drills are eligible for re-enlistment in the Regular Navy, with prior approval from COMNAVCRUITCOM N32 and the appropriate Enlisted Community Manager. Waivers will only be considered for non-mandatory drilling Reservist assigned an RE-4 in a NAVPERS 1070/613, Page 13 format for failure to participate in drills. RE-4s documented on a DD-214 will not be considered.
- 3N-7 Military Applicant Security Screening (MASS).** Processing personnel shall ensure the applicant completes a Military Applicant Security Screening (MASS) if re-enlisting into the

CTL, CTA, CTM, CTO, CTR, CTT, ETS, IS, IT, EW, MA, MMS, MT and STS ratings.

Classifiers MUST contact the appropriate rating security manager for enlistment eligibility determination for applicants who document a history of psychiatric counseling, bankruptcy and/or indebtedness. Some versions of the MASS program in the field have programming errors and do not properly flag these security risks. The Enlisted Processing Division Supervisor (EPDS) is required to perform a quality control check of all MASS printouts and sign under the interviewer's signature to verify security screening requirements have been thoroughly reviewed and applicants are qualified for further processing into ratings for which MASS is required.

3N-8 Enlistment of Ex-Officers. Recruiters may not solicit former officers of the Armed Forces to enlist in the Navy, and former officers will not be approved should they volunteer. However, an individual is considered non-prior service and eligible for enlistment if their appointment was terminated by an entry level separation in an enlisted status from Officer Candidate School, ROTC or one of the Service Academies. In some cases these recruits may have received an RE-4. CNRC may waive RE-4 codes restrictions in this case.

3N-9 Additional Prior Service Eligibility Requirements. In addition to BEERS and Program eligibility requirements, prior service applicants must meet the following prerequisites.

- a. **Alcohol and/or Drug Dependency.** Level II or Level III treatment by a residential rehabilitation treatment facility while on active duty is an indicator of dependency.
- b. **Separation Documentation.** The original or certified copy of the applicant's *Certificate of Release or Discharge from Active Duty* (DD Form 214) copy four must be used to verify prior service for individuals released from active duty, and active duty for training.
- c. **Service Re-enlistment Codes:** See RE-Code chart below.
- d. **Prior service applicants that require a BUMED waiver and a Prior Service Determination, must have BUMED run and approved prior to submission to CNRC N322 for the Prior Service Determination.**

Note: DD Form 214, Blocks 24, 26, and 27 will show characterization of service, separation code, and reentry code. An individual who received an Other Than Honorable, Bad Conduct, or Dishonorable Discharge is **not eligible** for re-enlistment. BUPERINST 1900.8 provides the narrative description for each separation and re-enlistment code used by the Navy.

- e. **ASVAB and AFQT**
 - (1) NAVETs accessing directly into their previous rating are not required to retake the ASVAB. NAVETs re-enlisting via PRISE III must be classified based on current (less than two years old) ASVAB line scores and attain a minimum 35 AFQT score.
 - (2) OSVETs must retake the ASVAB and must have a minimum AFQT of 35.
- f. **Medical.** Military Entrance Processing Stations (MEPS) will accept a separation physical (DD Form 2808) if it is one year or less old. Compute the one year or less from the date of the separation physical to the date of delayed entry (DEP) or Direct Enlistment Reservation (DER). MEPS requires applicant to complete a new *Report of Medical History*, DD Form 2807-1.

g. **Reserves**

- (1) **Clearance and Discharge.** Department of Defense policy requires that an individual be discharged from a Reserve component before enlisting in another Armed Service. Recruiters must first obtain clearance from the Reserve component, allowing the individual to process for enlistment in the gaining service. Use the *Request for Discharge or Clearance from Reserve Component*, DD Form 368, for this transaction. This must be obtained prior to placing the applicant at MEPS for processing.
- (2) **Applicability.** Use DD Form 368 to enlist any applicant in the following Reserve categories (including National Guard or Air National Guard):
 - (a) Reservists serving part of an initial eight-year military obligation in the Selected Reserve (drill pay status), Individual Ready Reserve (IRR) (non-pay drilling status or non-pay not drilling status) or Standby Reserve Active (SI) (non-pay not drilling status).
 - (b) Reservists who have completed their statutory eight-year military obligation and are currently members of the Selected Reserve, Individual Ready Reserve, or Standby Reserve Active.
- (3) **Counseling.** Recruiting personnel must counsel applicants who are members of a Reserve drilling program that they are required to maintain satisfactory participation in their unit until they are discharged. An approved DD Form 368 from a Reserve unit does not relieve members from their drilling responsibilities. The DD Form 368 is approval for release contingent upon shipping to boot camp. This statement applies to those who have an active reserve obligation under their initial enlistment. Members who affiliated of their own free will and have met all active obligations from initial enlistment, are relieved of the obligation once the release is obtained.
- (4) **Reserves.** Applicants who have not received proper clearance (DD Form 368) may not be re-enlisted (DEPped). No waivers may be granted; however, program reservations can be made through the Delayed Enlistment Reserve (DER) Program. All applicants who are actively drilling or have a remaining MSO in the IRR must be enlisted via the DER Program. Waivers for time in rate may be requested from CNRC N322.

ELIGIBLE TO RE-ENLIST:	
NAVY & USCG	RE-1, RE-R1, RE-1E, RE-5, RE-7.
AIR FORCE	1, 1J, 1M, 1P, 1Q, 1R, 1T, 3A, 3B, 3C, 3D, 3E, 3I, 3J, 3K
ARMY	RE-R1, RE-1A, RE-1B, RE-2, RE-2A, RE-2B, RE-2C, RE-3A
MARINE CORPS	RE-1A, RE-1B, RE-1C, RE-2A

INELIGIBLE TO RE-ENLIST WITHOUT A CNRC WAIVER:	
NAVY & USCG	RE-2*, RE-3, RE-3B, RE-3, RE-3F, RE-3G, RE-3H, RE-3K, RE-3M, RE-3P, RE-3Q, RE-3R, RE-3S, RE-3T, RE-3U, RE-3X, RE-3Y, RE-3Z, RE-6
AIR FORCE	4A, 4B, 4C, 4D, 4E, 4F, 4G, 4H, 4I, 4J, 4K, 4L, 4M, 4N, SRP, RGL, CJR
ARMY	RE-3, RE-3B, RE-3S, RE-3T,
MARINE CORPS	RE-3A, RE-3B, RE-3C, RE-3D, RE-3E, RE-3F, RE-3H, RE-3J, RE-3O, RE-3N, RE-3P, RE-3R, RE-3U, RE-3W

* Only for personnel released for commissioning and subsequently failed to get commissioned.

INELIGIBLE TO RE-ENLIST WAIVERS NOT AUTHORIZED AND WILL NOT BE CONSIDERED:	
NAVY & USCG	RE-2, RE-3A, RE-3C, RE-4
AIR FORCE	2A, 2B, 2C, 2D, 2E, 2F, 2G, 2H, 2I, 2J, 2K, 2L, 2M, 2N, 2P, 2Q, 2R, 2S, 2T, 2U, 2V, 2W, 2X, 2Y
ARMY	RE-3C, RE-4, RE-4A
MARINE CORPS	RE-2B, RE-2C, RE-3S, RE-4, RE-4B

3N-10 Transient Personnel Unit (TPU)

- a. **Briefing.** NAVETs/OSVETS must sign the following NAVPERS (Page 13) statement:
- _____: I, (name), understand and agree that I will be ordered to the Transient Personnel Unit (TPU) nearest my point of enlistment. **If that is Great Lakes, I will be ordered to RTC for processing vice the TPU.** I understand that I am authorized to travel via privately owned vehicle (POV) or transportation provided by the MEPS. TPU/RTC personnel will do uniform outfitting and administrative processing, including overseas screening of myself and my family members, if required. It is within my best interest to bring previously purchased, fully serviceable uniforms items with me to TPU/RTC to avoid unnecessary expenses.

_____: I understand and agree that average processing time could take up to 60 days or longer.

_____: I understand and agree that my sea/shore rotation starts again on my enlistment date as if this were my first enlistment.

_____: I understand and agree I will be made available for worldwide assignment. Because Veterans remain at the TPU _____ for a limited time, I will have limited negotiations with my rating detailer concerning duty station assignment.

_____: I, (name), understand and agree that family members are not authorized to accompany service members to training schools that are less than 20 academic weeks or on TAD orders.

_____: I, (name), understand and agree that I must bring a completed Direct-Deposit Sign-Up Standard Form 1199A to TPU/RTC for use in establishing the Master Military Pay Account.

Witness

Signature of Applicant

Date

- b. All CT rating personnel will be sent to RTC Great Lakes to assist Naval Security Group conduct a background investigation.

3N-11 DD Form 214 and Separation Documents. If the original or a certified copy of DD Form 214 page 4 is not available, or evidence of alteration exists:

- a. Advise NAVETs who are drilling reservists, and those who were discharged as USN or USNR within the past six months that a certificate or duplicate of their last separation document may be requested from the Chief of Naval Personnel PERS-82.
- b. For all other Veterans, the RZ Recruiter Coordinator should obtain a certified copy of DD Form 214 from the Navy Recruiting Command Liaison Team, National Personnel Records Center, St. Louis, MO. Submit all requests via automatic telecopier at: Comm: (314) 538-3111. If the Liaison Team writes that DD Form 214 has not been issued or is not on file, an acceptable alternative is a *Statement of Service* (NA Form 13041), *Active Duty Report* (DD Form 220), or Administrative Remarks page from detaching activity delineating information pertinent to re-enlistment (prior paygrade, total active duty service, date of discharge or release from active duty, character of service, etc.).
- c. Verify prior service through the Recruiter Eligibility Data Display (REDD) system.
 - (1) Designated personnel at each NRD may log into REDD and verify prior service status.
 - (2) If no designated person at the NRD is available, contact CNRC N35C.
 - (3) If Prior Service information is found, print the screen and use this document for enlistment purposes.
 - (4) If Prior Service information is not in the database, do not interpret this response to mean that the prior service applicant was not recommended for re-enlistment. Re-enlistment eligibility information for prior service applicants may not be in the REDD System file for any number of reasons, e.g., entry errors, delays in entry, erroneous applicant data, etc. Since the individual services submit DD-214/215 information to DMDC System on a monthly basis, information may not be available for approximately 45 days after the applicant's date of separation.

- (5) For applicants who were recently separated and no re-enlistment eligibility information is available from REDD, the NRD CO should send a Naval message to the NAVET's separation command requesting RE-code information to preclude delays that may cause the NAVET to go over the continuous service period.
- (6) Compromises of REDD access codes and/or eligibility information must be reported to the Manager, Recruit System, Defense Manpower Data Center (DMDC), Monterey, CA by telephone (800) 538-5916, or if within California (800) 682-4825 within 24 hours after occurrence. Information on the compromise must include corrective action initiated by the command in which the compromise occurred to preclude any recurrences. The NRD must also notify the Navy Liaison Officer, DMDC by telephone (408) 375-4131. To prevent any further misuse of the REDD System, send a letter explaining the conditions surrounding the compromise and actions initiated to CNRC N35C within two working days following the occurrence.
- (7) CNRC will provide a letter to the Defense Manpower Data Center, 2100 Garden Road, Suite J, Monterey, CA 93940, Attention: Manager, Recruit System with an information copy to OASD/MM&PP (Accession and Retention), Pentagon, Washington, DC 20350, Attention: Director, DoD Accession Policy within five working days following the occurrence.

3N-12 DD Form 368

- a. Complete *Request for Discharge or Clearance from Reserve Component*, DD Form 368 as follows:

Request for Discharge or Clearance From Reserve Component, DD Form 368		
Section of DD Form 368	Item #	Directions
Section I, Request for Clearance	1	Completed by the Reserve Unit
	2	Completed by the Recruiting Office
	3	Completed by the Member and Reserve Unit and signed by the transferring member
Section II, Approval/Disapproval of Clearance	5-6	Completed by the Reserve Unit and signed by the command representative
Section III, Notice of Enlistment	7-12	Completed by the Recruiting Office and signed by the recruiting official

- b. **The DD Form 368 must be presented to MEPS at check-in time when the applicant reports for processing. If the applicant does not have the DD Form 368 at check-in, MEPS will not allow them to process.**
- c. Prepare an original plus three copies of DD Form 368. Forward DD Form 368 to the reserve unit Commanding Officer when the applicant is in a drill status. Forward the

- original and three copies to the applicable Reserve or Guard unit. The Reserve or Guard unit keeps one copy and returns the original with two copies. If cleared for discharge:
- (1) File the original DD Form 368 in the applicant's service record upon enlistment.
 - (2) Forward a copy of DD Form 368 and DD Form 4 to the Reserve or Guard unit so that discharge processing can be completed and the service/health records can be forwarded to the initial duty station identified on DD Form 368. When time permits, the member should be provided the service and health records in order to carry these records to the first duty station.
 - (3) File the remaining copy in the residual file.
- d. While a clearance is not required prior to enlistment when the applicant is in a non-drill, non-pay status, a completed DD Form 368 and a copy of the *Enlistment/Re-enlistment Document - Armed Forces of the United States* (DD Form 4) must be submitted for reserve discharge processing. Prepare an original and 2 copies (complete Section I Blocks 3, 4, 5, and Section III). The NRD CO endorses the reverse, indicating the date of enlistment, the number of years for which enlisted, and the identity of the initial duty station.
- (1) Upon enlistment, forward the original DD Form 368 and a copy of the DD Form 4 to the appropriate address below so that discharge may be processed and the service and health records can be forwarded to the initial duty station identified on the DD Form 368.
 - (2) File one copy of the DD Form 368 in the applicant's service record and one copy in the residual file.

Addresses

USNR

Commanding Officer
Naval Reserve Personnel Center
(Code 40)
New Orleans, LA 70149

USMCR

Director
Marine Corps Reserve Support Center
10950 El Monte
Overland Park, KS 64131

USAR

Commander, U.S. Army
Reserve Component
(Attn: AGUZ-PAD-ST)
Personnel Administration Center
9700 Page Blvd
St. Louis, MO 63132

USCGR

Commandant (GRA/82)
Coast Guard Headquarters
400 7th St SW
Washington, DC 20590

USAFR

Commander
Air Force Reserve Personnel Center
Code DPAD
Denver, CO 80280-5000

Army and Air National Guard

Mail to the Adjutant General of the
state in which the National Guard
unit is located.

- (3) NRD Commanding Officers must notify the appropriate Commander Naval Reserve Readiness Command Region or Commanding Officer, Naval Air Reserve Unit when

an individual with USNR obligation has been found not physically qualified for enlistment or re-enlistment.

- e. If the applicant is from the National Guard use the NGB-22 form vice the DD Form 368.

3N-13 Enlisted Service Record

- a. Distinctively mark the Enlisted Service Record (NAVPERS 1070/600) by stamping or writing "NAVET" or "OSVET" on the front cover.
- b. Because information concerning educational achievement is used for a variety of reasons during an individual's service career, prior service personnel should be encouraged to obtain documentation of their educational achievements to include in their service record.

3N-14 Processing Information and Recommendations.

Review the following information with each veteran to help them prepare for processing into the Navy.

- a. Because time is required to open a Navy pay record at processing activities, members should take enough personal funds for miscellaneous living expenses for approximately two weeks after arrival at the processing activity. A minimum of \$150.00 is recommended.
- b. Regular travel and/or advance pay will not be paid upon arrival.
- c. Because uniform issuing and tailoring require time, members should take appropriate civilian clothes for admittance to Navy exchanges, open and closed messes, and service clubs.
- d. Dependents will not accompany members to processing activities. Processing activities have no temporary dependent quarters. Also, members will not be reimbursed for dependent travel to processing activities. Remind the veteran that the first payday cannot be expected for at least two weeks after arrival at the processing activity.
- e. NAVETs and OSVETS who are traveling via POV must conform to Naval Training Center/Naval Station regulations which require current vehicle registration, liability insurance, and valid operator's (driver's) license.
- f. NAVETs should bring:
 - Navy Occupation/Training and Awards History (NAVPERS 1070/604)
 - History of Assignment (NAVPERS 1070/605)
 - Any and all serviceable uniform items
 - Direct Deposit System sign-up forms.

3N-15 Travel Information Card (NAVPERS 7041/1).

The re-enlistment coordinator or other designated NRD support personnel must ensure that all NAVETs or OSVETS, enlisted or re-enlisted complete a *Travel Information Card* (NAVPERS 7041/1) before departing the MEPS at which enlistment or re-enlistment was effected. Specific instructions for completion and disposition of NAVPERS 7041/1 are in the Financial Management Handbook (NAVPERS 15892).

3N-16 Additional Prior Service Re-enlistment Waivers.

Follow waiver submission guidelines described in Section 2B.

- a. **BEERS and Program Waivers**

- (1) BEERS and program requirements apply to the applicant's entire life. If a NAVET is returning to the same rate/program as their original enlistment, all waivers granted for the previous enlistment are still valid. If the NAVET is changing rates, all circumstances that would require a waiver, including those circumstances that required a waiver in previous enlistments, must be reconsidered to establish eligibility for the new program.
- (2) Should an additional waiver be required, the level of waiver authority is based on the applicant's cumulative record. Example: Applicant received a CO, NRD waiver for one Chart C conviction (DUI) on his first enlistment. While in the service he receives another DUI. Two years later he gets out with an RE-1 code. Before he can re-enlist in the Navy in the AEF/ATF Program, he will need:
 - (a) If otherwise qualified for the AEF/ATF Program, a program waiver from CNRC N322.
 - (b) A CNRC full kit BEERS waiver for two behind the wheel alcohol-related offenses.
- b. **Separation Documentation.** No waiver is authorized if the veteran's re-enlistment code cannot be verified through the REDD system, a *Statement of Service* (NA Form 13041), *Active Duty Report* (DD Form 220), National Guard Form NGB-22, Administrative Remarks page from the veteran's detaching activity, and the original/certified copy four of DD Form 214 is not available.

30 Buddy Program

30-1 Program Information

The Buddy Program provides for the enlistment of small groups of not more than **four** male individuals or **four** female individuals who wish to remain together for as long as possible during their enlistment. The program should be conducive to stimulating enlistments among high school graduates and others from a local area, and assists enlistees during the transition period of adjustment from civilian status to military status. The length of mutual assignment is determined by the respective category in which each individual is enlisting. Individuals within a buddy group must all be assigned to the same category. Mixing categories within a buddy group is not authorized. Mutual assignment is made in only one of two categories:

- Recruit training only.
- Recruit training and assignment to initial duty station.

30-2 Categories

- a. **Buddies Through Recruit Training Only.** Enlistment in this category is restricted only in that all individuals start recruit training on the same date. Any mixture of enlistment programs is authorized. Recruiters should make clear that recruit training is for approximately 8 weeks and does not include subsequent apprenticeship training. **Because of distribution and assignment constraints, women are eligible for this category only.**
- b. **Buddies Through Recruit Training and Assignment to Initial Duty Station. Women are not eligible for this category.** All applicants enlisting in this category **must** be enlisted in the Seaman/Airman/Fireman Program and within the same apprenticeship except as indicated below. Applicants must be enlisting in the same branch and class of the Navy (Example: All USN or all USNR.)
 - (1) Buddy groups may consist of Seaman and Fireman apprenticeships only (that is, **no** Airman apprenticeship may be enlisted *Buddy* with anyone in the Seaman or Fireman apprenticeships for assignment to initial duty station). Seaman and Fireman in a buddy group may not undergo apprenticeship training together, although they will receive orders to the same initial duty station.
 - (2) Buddy groups may consist of Airman apprenticeships only.
 - (3) No expressed or implied guarantee may be made that buddies will not be separated by transfers after reporting to their initial duty station.

30-3 Restrictions on the Buddy Program

- a. No buddy group may consist of more than **four** individuals.
- b. No buddy group may consist of more than **two** individuals when assignment to initial duty station is guaranteed.
- c. All members of any one buddy group must be enlisted on the same day at the same Military Entrance Processing Station (MEPS) and arrive at the same RTC together.